

**Little Traverse Bay Bands of Odawa Indians  
JOB POSTING**

**Job Title:** Survivor Outreach Specialist  
**Department:** Human Services  
**Reports To:** Human Services Director  
**Status:** Exempt  
**Salary Range:** \$15.13-20.47 per hour  
**Level:** 4  
**Opens:** December 09, 2015  
**Closes:** December 30, 2015

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**SUMMARY**

The Survivor Outreach Specialist under the direction of the Department Director will be responsible for community based Survivor Outreach Services (formerly known as Victim Support Services). This professional position will coordinate, develop, implement and maintain policies, procedures, training and other program activities based upon the culture and traditions of the LTBB tribal community related to family violence, intimate partner violence, sexual assault, dating violence and stalking related to Federal and Tribal laws. Community based case management including prevention and intervention through direct services to victims/survivors will be the responsibility of the Survivor Outreach Specialist.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop, implement and maintain Survivor Outreach Services program to address domestic/family violence issues.
- Develop, implement and maintain a strategic plan for responses to domestic/family violence issues as indicated through federal and Tribal statutes.
- Develop, implement and maintain specialized operation and implementation procedures.
- Schedule, coordinate and lead applicable advisory team meetings.
- Collect and track program data including development, implementation, and maintenance of confidential client case files.
- Develop, implement and maintain confidential database system for data collection.
- Oversee day-to-day operation of the Survivor Outreach Services under the direction of the Director of the Department of Human Services.
- Develop, implement and maintain appropriate draft policies, procedures and standard forms related to Survivor Outreach Services.
- Manage applicable grant application and reporting under the guidance of the Human Services Director.
- Consult with traditional individuals and elders to acknowledge and implement traditions to facilitate cultural healing within individuals and the community.
- Network and consult with and educate the LTBB community about domestic/family violence issues.

- Network and consult with private, tribal, local, state and federal entities on domestic violence and sexual assault cases.
- Provide community based advocacy and case management to survivors of domestic/family/intimate partner violence, sexual assault, dating violence and stalking through direct services or by making appropriate referrals.
- Transport clients as necessary and appropriate in keeping with goals of the Program.
- Accompany survivors to appointments and hearings as appropriate.
- Provide crisis intervention and long term support as indicated through law and policy.
- Function as part of Department team by covering office duties as necessary.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

## **EDUCATION AND EXPERIENCE**

Minimum of Bachelor's degree in social work (BSW), psychology, criminal justice field or other related field and two years providing community based direct services to survivors of domestic/family/intimate partner violence.

## **OTHER ESSENTIAL SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with LTBB Tribal Codes. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Must have knowledge of and experience with home-based family preservation models. Experience working with criminal justice systems preferred. Experience working within a Native American community preferred.

Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Must have excellent work history.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation.

## **COMMENTS**

Indian Preference will apply.

